

Event Request Form for DGS Participation

Event location: latitude:		longitude:		
Date of event:				
Time of event:				
Name of event:				
Location of event:				
Event address: (include city, zip code)				
Event sponsor(s):				
Registration information/link:				
Contact name:				
Contact email:				
Contact phone number:				
Overview information: (include purpose of event, audience)				
DGS role requested: exhibiting w	orkshop	matchmaking	panelist	speaker
other (describe)				
Projected number of attendees:				
Number of DGS staff requested:				
Sponsorship cost/exhibiting fee requested:				
All items on this form must be complete before DGS Outreach can submit to management for approval to attend.				

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